



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

We are unable to evaluate foreign credentials in this office. Before we can process your application for a Missouri teaching certificate, you must send all transcripts and other certification information to a United States credentialing agency that provides transcript analysis service. The analysis must be translated into English and include the following: specific course titles, credit hours earned, letter grades received, the cumulative grade point average, and a statement verifying the completed program's equivalency to a United States degree.

After you receive the official analysis from the credentialing agency, you may apply for a Missouri teaching certificate. The official analysis from the credentialing agency will be accepted in lieu of the institutional recommendation. Upon receipt of the completed application packet, our office will complete a course by course evaluation to determine your eligibility for Missouri certification.

You will need to complete a Missouri Teacher Certification Application and submit fingerprints for a Background Check. The certification requirements are available on the DESE website; <http://www.dese.mo.gov/divteachqual/teachcert/certrequirements.html>.

Although we do not endorse any of the agencies listed on the attached page, we have contacted each of them and verified that they provide all the information we require. This information was current as of April, 2005.

If you have any further questions, please contact our office at 573-751-0051.

Rusty Rosenkoetter, Coordinator
Educator Certification

Academic & Professional International Evaluations, Inc.
Post Office Box 5787
Los Alamitos, California 90721-5787
Phone: (562) 594-6498
Fax: (562) 594-8498
Web site: www.apie.org
Fee: \$160.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

American Association of Collegiate Registrars and Admissions Officers
International Education Services
One Dupont Circle NW
Suite 520
Washington, DC 20036-1135
Phone: (202) 293-9161
Fax: (202) 872-8857
Web site: www.aacrao.org
Fee: \$190.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

Educational Credential Evaluators, Inc.
Post Office Box 514070
Milwaukee, Wisconsin 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
Web site: www.ece.org
Fee: \$135.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

Foreign Consultants, Inc.
Credential Evaluation Services
3000 Dundee Road
Suite 209
Northbrook, IL 60062
Phone: (773) 761-0000 or (847) 498-4499
Fax: (847) 412-9570
Web site: www.foreignconsultants.com
Fee: \$330.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

Foundation for International Services, Inc.
21540 30th Drive SE
Suite 320
Bothell, WA 98021
Phone: (425) 487-2245
Fax: (425) 487-1989
Web site: www.fis-web.com/
Fee: Determined upon submission of request for evaluation.
Contact the agency for instructions before sending documents.

International Consultants of Delaware, Inc.
625 Barksdale Road
Suite 109
Newark, Delaware 19711-3258
Phone: (302) 737-8715
Fax: (302) 737-8756
Web site: www.icdel.com
Fee: \$225.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

International Education Research Foundation, Inc.
Credentials Evaluation Service
Post Office Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Web site: www.ierf.org
Fee: \$150.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue
Miami, Florida 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Web site: www.jsilny.com
Fee: \$150.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

Lincoln International Educational Associates
Credential Evaluation Service
Post Office Box 3043
Lawrence, Kansas 66046-0043
Phone and Fax: (785) 843-1270
E-mail: clincoln@sunflower.com
Fee: \$150.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

World Education Services, Inc.
Bowling Green Station
Post Office Box 5087
New York, New York 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
Web site: www.wes.org
Fee: \$150.00 (course by course evaluation and grade point average)
Contact the agency for instructions before sending documents.

APPLICATION PROCEDURE CHECKLIST FOR MISSOURI TEACHING CERTIFICATE

Your completed application packet must include each of the following items:



Application Form

Complete Section I, parts A-E. Processing time varies from 2-6 weeks depending on application activity!



Evaluation from Credentialing Agency

Submit the office report from the credentialing agency in lieu of your foreign transcripts.



U.S. Transcripts

Original transcripts (no photocopies) from **ALL** institutions attended within the **United States** must be provided. Please be sure your complete social security number is listed. **NOTE:** An overall minimum grade point average of 2.5 on a 4.0 scale is required for initial certification and also in each additional area of certification.



Application Fee

Include with your application packet a \$50.00 check or money order made payable to "Treasurer, State of Missouri." Cash will not be accepted. **NOTE:** This fee is for processing your application and cannot be refunded nor does it guarantee that a certificate will be issued.



Background Check

A criminal background check must be completed. Please contact Identix to schedule an appointment by calling 866-522-7067 or online at <http://www.identix.com/iis/>. The current processing fee for this procedure is \$50.95. Please provide the following information when contacting Identix:

- County/District code number of the hiring school district; if not employed please use code number 999999;
- Your certification status, which will be a certified educator (E); and
- DESE's ORI number, which is MO920320Z.

Any questions regarding this portion of the application process should be directed to the Department of Elementary and Secondary Education, Conduct and Investigations Section at 573-522-8316.

Collect all required documentation and return it in a **Single Packet**. The application form, transcript(s), and teaching experience form(s) must be received in our office in sealed, official envelopes. The items become the property of the Department of Elementary and Secondary Education and will not be returned or released to other agencies.

Please be sure that your Application Packet is Complete! An incomplete packet will not be processed. Mail the complete application packet to:

Educator Certification
Post Office Box 480
Jefferson City, MO 65102-0480
<http://dese.mo.gov>

You can check the status of your application on our website at
http://k12apps.dese.mo.gov/webapps/tcertsearch/tc_search1.asp

Do not use this application for counseling, school psychologist, school psychological examiner, adult education, or career certification.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF TEACHER QUALITY AND URBAN EDUCATION
EDUCATOR CERTIFICATION
POST OFFICE BOX 480
JEFFERSON CITY, MISSOURI 65102-0480
(573) 751-0051

APPLICATION FOR INITIAL MISSOURI TEACHING CERTIFICATE FOR NON-MISSOURI GRADUATES

SECTION I: TO BE COMPLETED BY APPLICANT. DO NOT USE THIS APPLICATION FOR COUNSELING, SCHOOL PSYCHOLOGIST, SCHOOL PSYCHOLOGICAL EXAMINER, OR ANY OTHER NON-CLASSROOM CERTIFICATION.

A. VITAL INFORMATION

*SOCIAL SECURITY NUMBER		<input type="checkbox"/> ENCLOSED IS \$50 CHECK OR MONEY ORDER for application processing <input type="checkbox"/> IF 4 OR MORE YEARS TEACHING EXPERIENCE, enclose an additional check or money order for \$35 to request the "Career" level of certification
CURRENT NAME (LAST, FIRST, MIDDLE INITIAL)		
ALL MAIDEN/FORMER NAMES		Background / Fingerprint Clearance is required
STREET ADDRESS		
CITY, STATE, ZIP CODE		
DATE OF BIRTH	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	PHONE NUMBERS H () W ()

B. LIST ALL STATES WHERE YOU HOLD OR HAVE HELD A TEACHING CERTIFICATE.

 	ENCLOSE A COPY OF EACH CERTIFICATE.
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C. MISSOURI AREA(S) OF CERTIFICATION REQUESTED.

SUBJECT AREA	GRADE LEVELS

D. PROFESSIONAL CONDUCT (ALL QUESTIONS MUST BE ANSWERED).

Please answer the following questions. If any of the questions are answered yes, please provide a separate statement of explanation.

	YES	NO
A. Have you ever been charged with, convicted or entered a plea, including a plea of <i>nolo contendere</i> , to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? If yes, explain fully.	<input type="checkbox"/>	<input type="checkbox"/>
B. Have you ever been denied a professional license, certificate, permit, credential, endorsement, or registration?	<input type="checkbox"/>	<input type="checkbox"/>
C. Has your professional license (except for driver's license), certificate, permit, credential, endorsement, or registration ever been disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered or do you have any pending complaints before any regulatory board or agency or is there any investigation or adverse action now pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
D. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge?	<input type="checkbox"/>	<input type="checkbox"/>

*View the Social Security Number Disclosure Notice at: http://www.dese.mo.gov/schoollaw/freqaskques/SSN_Disclosure.pdf

E. SWORN AFFIDAVIT

I, the below named applicant, hereby affirm under penalties of perjury that I am the applicant referred to in the preceding application for a certificate of license to teach in the state of Missouri, and that all statements and enclosures are true and accurate to the best of my knowledge, information and belief. I understand that any misrepresentation of facts may result in the denial or revocation of the requested certificate(s). I submit for consideration this application as required by the Missouri law governing the practice of teaching subject to the rules and regulations of the Missouri Department of Elementary and Secondary Education and the Missouri State Board of Education. I subscribe and agree to abide by all applicable laws and rules regarding the practice of teaching. I understand that the Missouri Department of Elementary and Secondary Education may require further information or evidence that it deems reasonable and proper. Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications. In addition, I grant permission to continually access any court, FBI, or police records related to arrests and convictions related to good moral character or personal fitness pertinent to my certification, and to probation or parole records as well.

LEGAL SIGNATURE OF APPLICANT	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4581.

PLEASE RETURN THIS FORM TO:

EDUCATOR CERTIFICATION, POST OFFICE BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

ORIGINAL SIGNATURE REQUIRED – NO FAXES OR PHOTOCOPIES!

<http://dese.mo.gov>